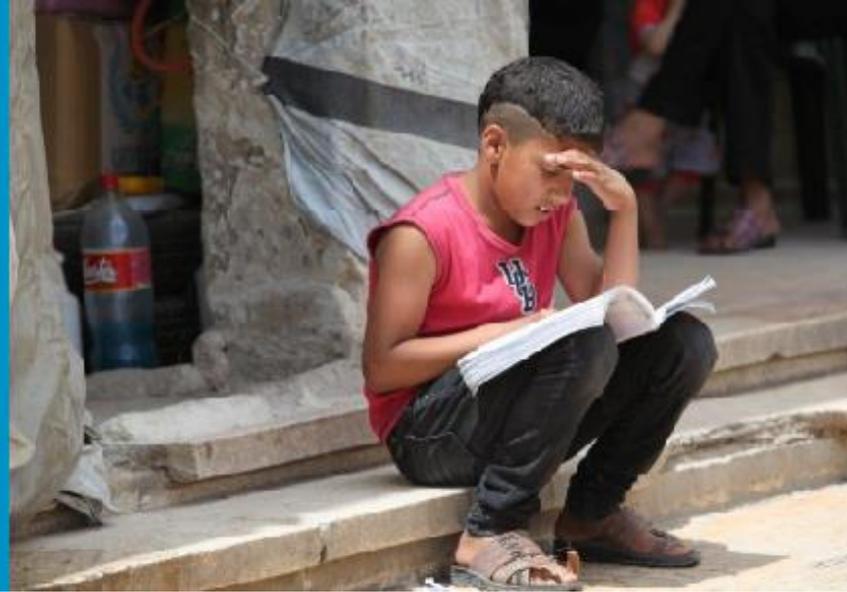




UNITED NATIONS RELIEF AND WORKS AGENCY  
FOR PALESTINE REFUGEES IN THE NEAR EAST  
UNRWA



## Vacancy Announcement

### *Deputy Director of UNRWA Affairs (Programmes), P-5 Damascus, Syria*

<b>Deadline for Applications</b>	12 December 2018 (28 November 2018 for internal applicants)
<b>Duration</b>	2 years, with the possibility of further extension
<b>Vacancy Announcement Number</b>	18-FO-SA-66

**UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.**

**UNRWA welcomes applications from qualified candidates with disabilities.**

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

#### **Palestine refugees in Syria**

Even before the outbreak of the current conflict, Palestine refugees in Syria were a vulnerable population, lagging behind the host population in key development indicators. The community had higher rates of infant mortality and lower rates of school enrolment among other significant indicators and their long-term future was uncertain. Palestine refugees have also been vulnerable to the ongoing conflict, as violence has increasingly encroached upon the Palestine refugee camps. Many have been displaced within Syria, while thousands of others have fled to neighbouring countries, including Lebanon and Jordan. The situation remains volatile, with numbers and needs constantly changing, but despite the many challenges, UNRWA is continuing its emergency relief, health and education services in Syria.

#### **Do you want to make a lasting difference?**

If you are passionate about making a lasting difference for Palestine refugees in Syria, this role will give you the opportunity to contribute to the Field's strategic and operational plans and budgets, guide and direct specialist staff, respond to emerging needs, manage staff performance and ensure optimal use of resources. You will also liaise with staff representatives, as well as with external interlocutors including UN country teams, host government representatives, the refugee community, civil society and others.

UNRWA in SYRIA

### **The main responsibilities include:**

- Being responsible for the management of the Field programme cluster (education, health, relief and social services, microfinance) and being the principal adviser to the Field Director on these functions;
- In close collaboration with other senior staff in the Field, ensuring the development, preparation, coordination and monitoring of the Field Implementation Plan, Biennium Budget, Mid-Term Strategy for the programmes functions in your Field, ensuring integrated approach to the management of programmes services and exercising decision-making authority over human and financial resources and capital assets of the Field, in line with UNRWA regulatory framework and SPARE principle;
- Providing support and advice to the Syria Field Director in implementing the Agency's reform plan for comprehensive programme and management reform; leading the implementation of pertinent reform initiatives in the organizational cluster; coordinating the work of cross-functional teams to achieve field-wide outcomes and promote integration of cross-cutting issues into the field programme framework;
- Providing guidance and support to senior programme staff in their own area; mentoring and evaluating for training purposes, as necessary;
- Liaising with government and local authorities to ensure their cooperation in facilitating the Agency's operations; assisting the Field Director in managing and promoting inter-agency and donor relations;
- As assigned, acting for the Director of UNRWA Affairs during his/her absence, with full responsibility for the Syria Field operation, and reporting to the Commissioner-General (USG) and/or Deputy Commissioner-General (ASG);
- Where applicable, acting as the Syria Field security focal point and liaising with the Agency's Chief Security Adviser and the Department of Safety and Security in the Syria Field, where available.

### **Conditions of service**

UNRWA offers an attractive compensation package including annual salary starting at **\$85,543** net tax free with post adjustment of **35.2%** (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

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|--|---|
| ✓ Dependency allowances                  | ✓ Pension fund entitlements under the UN Joint Staff Pension Fund |
| ✓ Rental subsidy                         | ✓ International health insurance; optional life insurance         |
| ✓ Education grant for children           | ✓ Disability protection   |
| ✓ Home leave travel                      |   |
| ✓ 6 weeks (30 working days) annual leave |   |

Additional benefits available to staff working in Syria:

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|--------------------------------|--|
| ✓ Danger pay                   | ✓ Family visit travel  |
| ✓ Hardship allowance           | ✓ Rest and recuperation leave every 4 weeks (subject to change without notice) |
| ✓ Non-family service allowance |  |

### **Additional information**

The incumbent will be required to travel frequently throughout the Agency's area of operations in the Middle East.

### **To qualify for this position, you will need:**

- Education** An advanced university degree (Master's or equivalent) from an accredited educational institution in political science, social science, public or business administration, or international relations, supplemented by studies in management; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree;

- Work experience** At least 10 years of progressively relevant responsible experience in programme management, including at least six years at managerial level managing large-scale, multi-sector programmes in a large governmental or international organization, working at international level outside one's home country;
- Language(s)** Excellent command of written and spoken English.

**Desirable qualifications:**

- Knowledge of activities of UNRWA operations and services;
- Knowledge of Middle Eastern geo-political realities and its socio-cultural implications;
- Experience with United Nations administration/financial policies and practices;
- Working knowledge of Arabic.

**You will also need to demonstrate the following competencies:**

- Professionalism;
- Leadership;
- Planning and Organizing;
- Managing performance;
- Vision;
- Technology Awareness;
- Teamwork.

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

**Who we are**

For almost 70 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

**For more details on UNRWA, please visit:** <https://www.unrwa.org/>

**How to apply**

To start the application process, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.org> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted. **The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.**

**General information**

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Date of issue: 15 November 2018/CX